

BYLAWS BASICS OVERVIEW

Why is a Summary of Purpose (SOP) or Bylaws document needed?

Either a summary of purpose or bylaws are part of the requirement to register a service body.

How do you create such a document?

- 1) Check the oa.org website for sample documents and speak with your region trustee liaison about which of the following you will need.
 - a) Intergroup/National Service Board Sample Summary of Purpose
 - b) Intergroup Sample Bylaws
 - c) National Service Board Sample Bylaws
 - d) Language Service Board/Special-Focus Service Board Sample Summary of Purpose
 - e) Language Service Board/Special-Focus Service Board Sample Bylaws

All templates can be downloaded from oa.org/document-library under category “Service Body Resources.”

- 2) Form a committee of three or four members to develop the document(s). Using the sample you have chosen, enter information in the document.
- 3) Have a group conscience to determine how the members want to transact the service body’s business.
- 4) Add additional sections or items to ensure the bylaws and/or summary of purpose includes everything the service body thinks is necessary.
- 5) Present the document as a whole to your service body representatives for final approval.
- 6) Submit a copy of the completed and signed summary of purpose and/or bylaws document to the WSO or directly to your trustee for review. An electronic file is preferred.

How can you be sure these documents are okay?

Your region trustee liaison will review your document to be sure it is not in conflict with OA, Inc. Bylaws, Subpart B prior to registration of your service body with the World Service Office. It is a good practice to review your documents annually to ensure any change made at the World Service Business Conference are reflected in your SOP, or bylaws and Policy and Procedures Manual (P&P). It also allows review to ensure current practices are reflected in the documents.

What other documents might be needed?

The service body should consider creating a Policy and Procedures Manual (P&P) where the more routine practices of the service body are documented. By not including such procedures in the bylaws, the service body will be able to make changes to their policies without having to review them anytime such a change occurs. A P&P might include such items as: job descriptions, “how tos” for conventions and/or assemblies, distribution of information, etc.

